



Howard County

Internal Memorandum

SUBJECT: Council Testimony and Fiscal Impact
Statement – Council Bill Nos. 23, 24, and 25

To: Lonnie Robbins
Chief Administrative Officer

Through: L. Todd Allen 
Human Resources Administrator

From: Art Griffin 
Chief, Classification and Pay

Date: May 4, 2011

The Administration is seeking Council approval of several Human Resource related Council bills affecting the Howard County Classification and Pay Plans and the Howard County Code. The changes to the Howard County Pay Plan include the FY 12 pay rates for General Scale non-union County employees, public safety related supervisors and managers, and the rates negotiated with the unions for FY 12 agreements collectively bargained. Not all groups have ratified agreements as of the bill filing so a statement has been included that FY11 rates will prevail until the unions ratify and sign their collective bargaining agreement. The Pay Plan does include some mid-year increases for Police Lieutenants and Captains which are being funded by a reduction in shift differentials. This bill only legislates the rates that will be in effect during Fiscal Year 2012. Any conflicting provisions between the new contracts and the Howard County Code will be submitted under separate legislation.

There are a variety of other classification and pay related revisions in these bills. A chart is attached to this testimony that provides a single source summary of the changes and Todd Allen and I will be available to the Council to more fully explain any individual action. There is only one change to the Howard County Code which is simply to indicate that the Director, Technology and Communication Services is the appointing authority for the Deputy Director, Technology and Communication Services job classification.

For the most part, the costs for these items have been included in the department salary accounts of the County Executive's budget bill which was recently submitted to the Council. As with all new job classifications, the cost is not in adding the new classification, but in funding a new position within the classification. The cost to

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slot the Director, Technology and Communication Services into the new grade is roughly \$4,400. Additionally, there will be costs associated with specialty pay improvements to Deputy Sheriffs and Emergency Communication Supervisors. The specific costs have not been calculated as these are dependent upon individual eligibility and actual usage.

These items have been discussed before the Personnel Board and have received the Board's approval for items under its purview and the Board received a courtesy update for items in the Exempt Service.

cc: Ray Wacks
Jennifer Sager

Human Resources Legislation FY 2012

	ISSUE/ POSITION	CLASS CODE (for current positions)	GRADE (Current or proposed)	PAY PLAN	CLASSIFICATION PLAN	REQUIRES PERSONNEL BOARD APPROVAL
1	Transportation Administrator	1110	N	Adds to the list of positions and assigns a grade "N".	Adds class description.	NO
2	Natural Resources Technician II	5123	G	No changes	Revises class description	YES
3	Natural Resources Specialist	5124	H	Adds to the list of positions and assigns a grade "H"	Adds class description.	YES
4	Natural Resource Program Manager III	5128	K	Adds to the list of positions and assigns a grade "K".	Adds class description	YES
5	Human Services Supervisor	5212	L	Adds to the list of positions and assigns a grade "L"	Adds class description	YES
6	Recreation and Parks Bureau Chief	5115	N	Adds to the list of positions and assigns a grade "N"	Adds class description	YES
7	Administrative Manager	1307	N	No changes	Revises class description by removing reference to managing the Bureau of Recreation or Bureau of Parks	YES
8	Police Cadets	2101	D	No changes	Revises minimum qualifications.	YES
9	Police Lieutenants and Captains	2123	PM2 PM3	Effective January 1, 2012 -- reduces shift differential and raises base pay by 2%	No changes	YES
10	Pay scales			Updates with FY12 rates		YES
11	Contingent Employee Payscale -- Protective Service			Raises the maximum rate to \$24/hr.		YES

ISSUE/ POSITION	CLASS CODE (for current positions)	GRADE (Current or proposed)	PAY PLAN	CLASSIFICATION PLAN	REQUIRES PERSONNEL BOARD APPROVAL
12 Deputy Sheriff	2405		Adds specialty pay for assignments as call operator, fulltime duty officer, domestic violence officer.	No changes	NO
13 Director, Technology and Communications	4223	Q	Amends pay grade to Grade S	No changes	NO
14 Deputy Director, Technology and Communications	4221	O	Amend class title from Information Systems Services Administrator	Amends class title	NO
15 Police Lieutenants, Emergency Communications Supervisors and Fire Captains	2123 2307 2511	PM2 J FM1	Raises compensatory time accrual cap to 240 hours from 80 hours. Maximum payout at separation remains 80 hours	No changes	YES
16 Emergency Communications Supervisors	2307	J	Various Holiday Pay and Specialty Pay improvements on pace with negotiated agreement with Dispatchers	No changes	YES
17 Engineering Specialist I	3111	K	No Changes	Revises Typical Duties	YES
18 Operations Manager	4127	N	No Changes	Revises Typical Duties	YES
19 Technical Services Manager II	4219	N	No Changes	Revises Typical Duties	YES
20 Technical Services Manager I	4217	M	No Changes	Revises Typical Duties	YES
21 Technical Services Support Specialist IV	4213	L	No Changes	Revises Typical Duties	YES
22 Technical Services Support Specialist III	4211	K	No Changes	Revises Typical Duties	YES